

# PHILIP MORRIS U.S.A.

## SALES PERSONNEL ACTION NOTICE

DATE: 12/89

### TYPE or PRINT CLEARLY

ACTION	<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> CAR NUMBER CHANGE	<input type="checkbox"/> ADDRESS/PHONE CHANGE
	<input checked="" type="checkbox"/> REHIRE	<input type="checkbox"/> HEADQUARTER CITY CHANGE	<input type="checkbox"/> NAME CHANGE	<input type="checkbox"/> POS ADDRESS CHANGE
	<input type="checkbox"/> PART TIME TEMPORARY HIRE		<input type="checkbox"/> P/T HOURS/TIME SHEET CHANGE	
<input type="checkbox"/> RETURN FROM LEAVE OF ABSENCE — SPECIFY TYPE:			DATE OF RETURN	

FIRST LAST INITIAL  
NAME\* John Jones J.

SOCIAL SECURITY NUMBER 111-11-1111 DATE OF BIRTH 6/4/50

TERRITORY NUMBER 09-99-08-81 EFFECTIVE DATE 1/29/90

\*MUST CORRESPOND TO NAME APPEARING ON EMPLOYEE'S SOCIAL SECURITY CARD

HIRE DATE OF REHIRE 1/29/90 JOB TITLE Temporary Sampler

STARTING SALARY \$6.00 PER  YEAR/ HOUR SALARY GRADE N/A

INDICATE ONLY FOR PT/TEMP EMPLOYEES: HOURS PER WEEK AUTOMATIC PAID  OR PAID BY TIME SHEET

PRESENT TERRITORY NUMBER NEW TERRITORY NUMBER

TRANSFER

JOB TITLE

JOB TITLE

HEADQUARTER PRESENT NEW (SECTION REVIEW REQUIRED)

CITY CHANGE HDQT. CITY Anytown, USA HDQT. CITY

CAR NUMBER CHANGE PRESENT DATE CAR RECOVERED  
NEW DATE CAR REISSUED

FIRST LAST INITIAL

NAME CHANGE NEW NAME\* FORMER NAME

\*MUST CORRESPOND TO NAME APPEARING ON EMPLOYEE'S SOCIAL SECURITY CARD

PRESENT NEW

ADDRESS/PHONE CHANGE  RESIDENCE

COMPANY MAIL

EXPENSE DRAFT

(CHECK WHICH  LOCAL PAY DRAFT

1 Main Street STREET

TYPE(S) APPLY)  PAYCHECK

Anytown USA 11111 CITY STATE ZIP

OTHER (EXPLAIN IN COMMENTS)

(111) 222-3333 AREA CODE PHONE NUMBER CITY STATE ZIP

PRESENT AREA CODE PHONE NUMBER

ADDRESS/PHONE CHANGE  RESIDENCE

COMPANY MAIL

EXPENSE DRAFT

(CHECK WHICH  LOCAL PAY DRAFT

STREET CITY STATE ZIP

TYPE(S) APPLY)  PAYCHECK

OTHER (EXPLAIN IN COMMENTS)

CITY STATE ZIP AREA CODE PHONE NUMBER

PRESENT AREA CODE PHONE NUMBER

POS ADDRESS ONLY

(SPECIFY BIN AND UNIT

NUMBER AND WHERE APPLICABLE, INSIDE DELIVERY)

STREET CITY STATE ZIP STREET CITY STATE ZIP

STREET CITY STATE ZIP

COMMENTS

Employee rehired, previously worked Superslims National Sampling Program in 10/89. Anticipated date of separation from Bucks Sampling Program 3/30/90.

APPROVALS

FIELD RPA/NYO

2040404968